

BUSINESS 1100

Introduction to Business

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION

Introduction to the environment and functions of business. Organization and operation of business, the relationships of business to society, and the dominant field and types of business are surveyed. Functions studied include: marketing, finance, production, management, retailing, wholesaling, advertising, risk, pricing, personnel, and business environment. Prerequisite: None. (3 credit hours)

REQUIRED AND RECOMMENDED COURSE MATERIALS

Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From [COD home page](#), click on **myACCESS**.
2. Click on **Search for Credit Classes**.
3. From the **Term** drop-down box select the term.
4. Choose your course from the **Subjects** drop-down menu.
5. In the **Course #** field, enter your course number.
6. In the **Section** field, enter the course section number if known.
7. From the **Course Types** drop-down menu select **Internet/Online**.
8. Scroll to the bottom of the page and click on **SUBMIT**.
9. Click on the **Section Name and Title** link.
10. Click on **[Click here for prices of required textbook\(s\) and supplies](#)** and course material information will be displayed.

Alternatively, you can visit the [COD Bookstore](#) website to find this information.

COURSE ACTIVITES/EVALUATION

Unit	Text Part	Chapters	Test	Assignment
1	1	1, 2, & 3	1	1 & 2
2	2	4 & 5	2	3 & 4
3	3	6, 7, & 8	3	5 & 6
4	4	9, 10, & 11	4	7 & 8
5	5	12, 12, 14, & 15	5	9 & 10
6	6	16 & 17	6	11 & 12
7	7	18, 19, & 20	7	13 & 14

GRADING

The grading system is based on total points acquired through seven (7) examinations and fourteen (14) assignments. All scores will be added to determine your final grade. Total possible points are 700 (tests, 7 @ 50 points each, 350; assignments, 14 @ 25 points each, 350). Final Grades will be awarded as follows:

Grade	Points	Percent
A	630-700	90% and above
B	560-629	80% to 89%
C	490-559	70% to 79%
D	420-489	60% to 69%
F	419 and below	<60%

SATISFACTORY/FAIL OPTION

The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

INCOMPLETE GRADE POLICY

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Incomplete grades will only be given for extreme situations. Contact the instructor or refer to the course syllabus for details.